

5/13/19 Board of Trustees Decorah Public Library Meeting

Attendees: Andi Beckendorf, Pat Anderson, Bob Felde, Andy Hageman, Elliott Johnson, Kristin Torresdal, Alexandra White, and Friends Representative Cynthia Peterson.

Absent: Ed Brooks, Scott Fjelstul, Cheryl Pellett

Beckendorf called meeting to order at 4:00 pm in the lower level meeting room.

1. Approval of Agenda for May 13, 2019. Agenda approved.

2. Approval of Minutes from April 8, 2019. Anderson moved to approve the minutes, Johnson seconded. Minutes approved.

3. Claims for May 13, 2019. (Expenses \$34,722.56, Revenue \$7,556.87). Expenses of note are yearly elevator maintenance, first bill to Caspers for platform for HVAC unit, and new chairs for Postal Room (this expense has already been reimbursed by Friends). Felde moved to approve claims, Johnson seconded. Claims approved.

5. Director's Report

a. Staffing: Staff member Isabelle will be graduating from Luther and moving at the end of May. Aside from that, staffing should remain stable through the summer months.

b. Building: The reorganization of the materials on the west (adult) side of the building is done; new rugs have been installed in the Postal Room and near the historic entrance on the west side of the building. New indoor plants are now featured in a variety of locations throughout the building.

The new HVAC unit was delivered on Thurs 5/2 and is currently being installed.

No update on date for tuckpointing of building; still hoping for this construction season.

City staff are the process of negotiating a contract with an Iowa construction firm for the management of our various upcoming building projects; more information will be available by the June meeting.

c. Budget: On target for this point in the year. Bond funds are currently available for use; any bond expenditures are listed on claims sheet under "Capital Improvements."

d. Statistics: April was very busy month in terms of circulation, programming, cataloging, and general traffic flow in the building. May tends to be slightly quieter as people get outside more and DPL prepares to transition from the school year to the summer reading program.

e. Accreditation: State Library staff contacted Torresdal with one technical question earlier this week in regards to accreditation application; they said that they had no further questions and that DPL paperwork is all in order. Believe they will make an official announcement about accreditation later in May.

f. Miscellaneous: Hosted 175 people as the third stop on the community Progressive Walking Supper on May 1. Second annual event (also participated in the first one last October).

Torresdal completed the Chamber of Commerce's Leadership Decorah Program, which concluded with a presentation and reception on Thursday May 9.

The group met for 6 hours one Friday per month, Sept- April, to hear a local speaker over lunch and then spend the bulk of the day learning from professionals who discussed a variety of topics related to personal and professional leadership. The class group (12 students) also completed a group project. In total, spent over 50 hours on the class.

Blank Park Zoo will be here on Sat May 18 at both 11 am and 1 pm with their “Animal Ambassador” program; pre-registration is required. They will bring 4 live animals.

The Summer Reading Program for all ages will kick off on Sat Jun 1 and will run until just before Nordic Fest. Theme this year is “A Universe of Stories.”

6. Friends of Decorah Public Library Report (Cynthia Peterson). Allowed RSVP to use tax-exempt ID for Depot grant application (typical practice). Will be doing planning for next year with an emphasis on fundraising. Will meet in June (last meeting until September).

7. Unfinished Business.

- a. **Consider circulation policy update.** Felde moved to accept the revised policy as presented, Hageman seconded. Policy approved.
- b. **Discuss summer meeting dates.** June and July dates remain as listed in #9, August is planned for Aug 12 but will be confirmed at July meeting. Due to White’s absence for June meeting, Felde will take minutes for June 2019 meeting.

8. New Business.

- a. **Director evaluation due to President Beckendorf May 31.** Board members are to complete evaluation forms and share with Beckendorf before 5/31.

9. Upcoming Meetings: June 10, July 8, Aug 12

Meeting adjourned at 4:25 p.m.

Respectfully submitted,

Alexandra White, Board Secretary